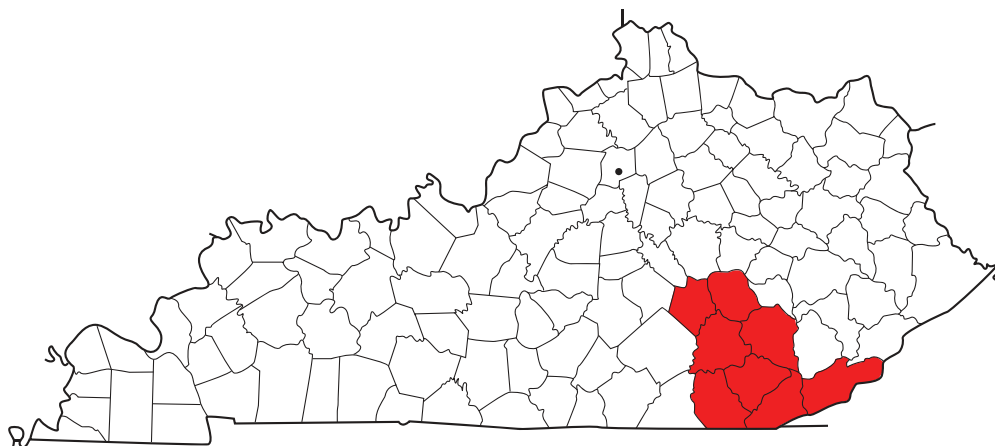


# Kentucky Historical Society

## Steele-Reese Foundation School Travel Grants



### 2004 Guidelines and Application for field trips to the Kentucky History Center for southeastern Kentucky schoolchildren



The Steele-Reese Foundation School Travel Grant Program  
is administered by the Kentucky Historical Society and the  
Kentucky Historical Society Foundation, Inc.



**DESCRIPTION:** In July 2003, the Kentucky Historical Society Foundation received a grant from the Steele-Reese Foundation to conduct a re-granting program to bring schoolchildren from eight southeastern Kentucky counties to Frankfort to visit the Kentucky History Center. This program is intended to serve as a complement to both the Heritage Education Grants and American Legacies programs of the Kentucky Historical Society. To learn more about these two programs, go to

[http://history.ky.gov/Teachers/Heritage\\_Education.htm](http://history.ky.gov/Teachers/Heritage_Education.htm) and [http://history.ky.gov/Teachers/am\\_legacies.htm](http://history.ky.gov/Teachers/am_legacies.htm).

**WHAT IS THE PURPOSE OF A STEELE-REESE TRAVEL GRANT?** To enable schoolchildren in grades 4-12 from southeastern Kentucky to visit the Kentucky History Center and their state's capitol, Frankfort.

**HOW MUCH IS THE GRANT FOR AND WHO MAY APPLY?** Teachers in the designated counties may apply through their schools for grants of up to \$400. This sum may be used to pay for the bus, the bus driver's salary, substitute reimbursement, or any other expense that makes the trip possible. This special initiative is for any public, private, or home school located within the following school districts:

Bell County	Barbourville Independent
Clay County	Corbin Independent
Harlan County	East Bernstadt Independent
Jackson County	Harlan Independent
Knox County	Middlesboro Independent
Laurel County	Pineville Independent
Rockcastle County	Williamsburg Independent
Whitley County	

**WILL MY SCHOOL BE REQUIRED TO MATCH THE GRANT?** No match of any kind is required.

**HOW MANY GRANTS CAN MY SCHOOL RECEIVE IN EACH SCHOOL YEAR?** No one school can receive more than two Steele-Reese Travel Grants per year.

**WHAT IS THE REASON FOR RESTRICTING THE GRANTS TO THE IDENTIFIED SOUTHEASTERN KENTUCKY COUNTIES?** Since it began in 1997, the Heritage Education Grants program has received fewer applications from the southeastern region of the state than from any other area. The Steele-Reese Foundation's commitment to the region, the Kentucky Historical Society's desire to reach underserved audiences, and the new American Legacies program all led to the decision to select the eight-county region.

**HOW LONG WILL THE STEELE-REESE TRAVEL GRANT PROGRAM CONTINUE?** The funding for this program will continue through the 2005-06 school year. If the program is to last beyond 2006, or to expand to other parts of the state, a different source of funding must be located. This is a one-time grant.

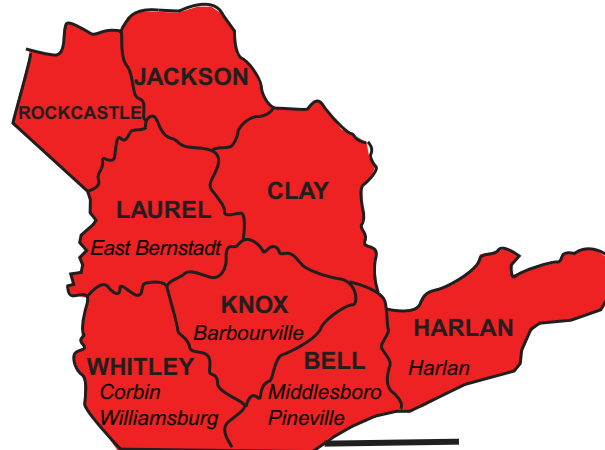
**HOW CAN MY SCHOOL APPLY FOR A GRANT?** Schools that wish to request funding must fill out a Steele-Reese Travel Grant application. This application is similar in nature to the Heritage Education grant application currently in use and may be found on the web at

[http://history.ky.gov/Teachers/Heritage\\_Education.htm](http://history.ky.gov/Teachers/Heritage_Education.htm).

# Kentucky Historical Society

## Steele-Reese Travel Grants

### 2004 Guidelines for Steele-Reese Travel Grants



#### Applications will be evaluated on:

1. Explanation of how the trip will enhance the study of Kentucky, regional, or local history for students.
2. Integration of the trip into the classroom curriculum.
3. Connection of trip to Kentucky Education Reform Act standards (private and home schools can define educational goals or skills to be taught).

#### Points to Consider:

1. The maximum grant amount is **\$400.00**. Schools may receive no more than two Steele-Reese travel grants per calendar year.
2. Applications must be made by a teacher or group of teachers for field trips to be taken by students in grades 4-12 in a public, private, or home school in Kentucky.
3. The students who benefit from the grant **must be** from one of the designated counties: Bell, Clay, Harlan, Jackson, Knox, Laurel, Rockcastle, Whitley.
4. It is the desire of the Steele Reese Foundation that students from eastern Kentucky experience what the state capital has to offer, in particular, the Kentucky History Center. Applications **must include** plans to visit the Kentucky History Center but may also include the other Kentucky Historical Society (KHS) museums—the Old State Capitol and the Kentucky Military History Museum. Teachers may also take advantage of the History Center's proximity to the Capitol building, the Governor's Mansion, and other sites in Frankfort. For a complete description of school tours offered at the History Center, go to [http://history.ky.gov/Teachers/School\\_Tours.htm](http://history.ky.gov/Teachers/School_Tours.htm).
5. The teacher must complete an application form that describes the proposed field trip and explains how the trip will help students learn about their state history and heritage.
6. Grant funds may not be used to reimburse the school for a field trip that has already been taken.
7. The minimum amount awarded is \$250 and the maximum is \$400. No match is required. However, if the project costs exceed \$400, information must be provided that shows where the additional funds will be obtained. An itemized budget of all trip expenses must accompany the application form.
8. Grant funds may be used for bus costs, substitute teacher, or other expenses that make the field trip possible.
9. A final report on the field trip must be sent to KHS by the date stated on the submission chart.

**Narrative Questions:**

Please answer the following questions using up to two separate sheets of paper. Please re-type each question before each response.

1. Field trip date:
2. What is the grade level and number of students that will take this trip?
3. What is the goal of the field trip?
4. What site(s) will the students visit?
5. Describe pre-visit classroom activities that are planned to prepare the students for the trip.
6. Describe specific activities that students will participate in at the History Center and other sites (if applicable). Education materials or brochures from other Frankfort sites may be attached if available.
7. Explain how this field trip will help students learn about and appreciate their local or regional history.
8. Explain how this field trip will be integrated into the classroom curriculum.
9. List up to three Kentucky Education Reform Act standards that this field trip will meet (private and home schools can define educational goals or skills that will be met).

**Submission Instructions:**

- A complete application includes a cover sheet, responses to the narrative questions, a budget page, and a letter of support from the school principal.
- Applicant must submit an original plus four copies of the complete application.
- All applications must be postmarked by the appropriate deadline or hand delivered to the Kentucky Historical Society in Frankfort by 4:30 p.m. on that date.
- Mail complete applications to: Kentucky Historical Society  
Steele-Reese Travel Grants  
100 W. Broadway  
Frankfort, KY 40601
- Submit according to table below.

FOR FIELD TRIPS TO BE TAKEN DURING MONTHS OF:	January-March 2004	April-June 2004	July-September 2004	October-December 2004
APPLICATION	October 15, 2003	December 31, 2003	March 31, 2004	June 30, 2004
DEADLINE	November 15, 2003	February 15, 2004	May 15, 2004	August 15, 2004
NOTIFICATION	January 1, 2004	April 1, 2004	July 1, 2004	October 1, 2004
FUNDS AVAILABLE	January 1, 2004	April 1, 2004	July 1, 2004	October 1, 2004
FINAL REPORT DUE	April 30, 2004	July 31, 2004	October 31, 2004	January 31, 2005

**THE STEELE-REESE FOUNDATION**

The Steele-Reese Foundation, a trust for charitable purposes, was created by Eleanor Steele-Reese in 1955, and makes grants only to charitable organizations operating in Idaho and Montana, and in the southern Appalachian mountain regions of Kentucky, North Carolina, Tennessee, and Georgia.

**THE KENTUCKY HISTORICAL SOCIETY FOUNDATION**

The KHS Foundation was established in 1991 to promote and accept support for the Kentucky Historical Society and its activities. The Foundation is a nonprofit, charitable organization, receiving grants, bequests, and the donations of individuals, businesses, and others in support of the Kentucky Historical Society.

# Kentucky Historical Society

## Steele-Reese Travel Grants

### 2004 Grant Application Cover Sheet

#### OFFICE USE ONLY :

Date received \_\_\_\_\_

Grant App # \_\_\_\_\_

Complete \_\_\_\_\_

Orig/4 copies \_\_\_\_\_

#### Submitted for deadline:

\_\_\_\_\_ October 15, 2003 (trip to be taken Jan-Mar 2004)

\_\_\_\_\_ December 31, 2003 (trip to be taken Apr-Jun 2004)

\_\_\_\_\_ March 31, 2004 (trip to be taken Jul-Sept 2004)

\_\_\_\_\_ June 30, 2004 (trip to be taken Oct-Dec 2004)

**Return to:** Kate Hesseldenz

Steele-Reese Travel Grants

Kentucky Historical Society

100 W. Broadway

Frankfort, KY 40601

**Questions? Call (502) 564-1792, ext. 4477 or email to [Kate.Hesseldenz@mail.state.ky.us](mailto:Kate.Hesseldenz@mail.state.ky.us)**

#### Applicant Information:

Teacher(s) Name(s): \_\_\_\_\_

School Name: \_\_\_\_\_

School Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Grade: \_\_\_\_\_ Subject(s): \_\_\_\_\_

Email Address: \_\_\_\_\_

School Phone: \_\_\_\_\_ County: \_\_\_\_\_

Teacher's Home Address: \_\_\_\_\_

Teacher's Home Phone: \_\_\_\_\_

School Federal ID Number (9 digits) \_\_\_\_\_ District: \_\_\_\_\_

Signature of Principal \_\_\_\_\_

Principal's Name, printed: \_\_\_\_\_

**Amount Requested: \$** \_\_\_\_\_

**NAME AND ADDRESS OF LOCAL NEWSPAPER** \_\_\_\_\_

**STATE SENATE DISTRICT** \_\_\_\_\_ **STATE REPRESENTATIVE DISTRICT** \_\_\_\_\_

**U. S. CONGRESSIONAL DISTRICT** \_\_\_\_\_

#### Checklist of items that **MUST** be included in the completed grant application:

\_\_\_\_\_ Cover Sheet

\_\_\_\_\_ Narrative (on a separate sheet)

\_\_\_\_\_ Itemized Budget (on the form provided or in graph form on a separate sheet)

\_\_\_\_\_ Letter of support from school principal

\_\_\_\_\_ Original plus **FOUR** copies of complete application

# **Kentucky Historical Society**

## **Steele-Reese Travel Grants**

### **2004 Grant Application**

#### **BUDGET**

Please provide an itemized list of all expenses. You may create your own form on computer as long as all the categories below are included.

**Note:** No matching funds are required. However, if your proposed trip will cost more than the amount you are requesting, please list those expenses and the source for the additional amount.

<b>Expenses (please itemize)</b>	<b>Amount from grant funds</b>	<b>Additional expense not covered by grant funds</b>	<b>Total amount of expense for item</b>
<b>Transportation costs:</b>			
<b>Admission fees (there is no fee to visit KHS museums):</b>			
<b>Personnel costs/honorariums:</b>			
<b>Costs of materials/supplies:</b>			
<b>Other costs:</b>			
<b>Totals</b>	<b>Total amount from grant funds:</b>	<b>Total additional expenses:</b>	<b>Total cost:</b>

**Source of funds for any additional expenses not covered by grant** (i.e. student fees, school budget, PTA, etc.):

# **Kentucky Historical Society**

## **Services of the Community Services Office**

100 W. Broadway, Frankfort, KY 40601

Phone: 502-564-1792; Fax: 502-564-0475

Website: [history.ky.gov](http://history.ky.gov)

### ***Please contact us for more information on any of the programs or services listed below:***

Karla Nicholson, Community Services Branch Manager; email: [Karla.Nicholson@mail.state.ky.us](mailto:Karla.Nicholson@mail.state.ky.us)

Carrie Dowdy, KJHS, National History Day Program Manager; email: [Carrie.Dowdy@mail.state.ky.us](mailto:Carrie.Dowdy@mail.state.ky.us)

Rebecca Hanly, Education Specialist/American Legacies Proj. Dir.; email: [Rebecca.Hanly@mail.state.ky.us](mailto:Rebecca.Hanly@mail.state.ky.us)

Kate Hesseldenz, Community History Resource Manager; email: [Kate.Hesseldenz@mail.state.ky.us](mailto:Kate.Hesseldenz@mail.state.ky.us)

Ann Johnson, HCK/Cemetery Preservation Administrative Asst.; email [AnnG.Johnson@mail.state.ky.us](mailto:AnnG.Johnson@mail.state.ky.us)

Dianne Wells, Historic Highway Marker Program Manager; email: [Dianne.Wells@mail.state.ky.us](mailto:Dianne.Wells@mail.state.ky.us)

The Community Services Office of the Kentucky Historical Society provides services and technical assistance that aid Kentucky's communities, citizens, and organizations in preserving, promoting, and valuing the state's history. We work with Kentucky's citizens, schools, and students to encourage the awareness and appreciation for all of Kentucky's history. We also work with museums, historical societies, genealogical archives, battlefield sites, historic houses, and other related groups to aid in the development of high-quality interpretation and conservation of the state's historical resources.

The office operates the ***Community History Resource Center***, a library facility that provides books, journals, videos, work kits, and other resources on "how to do" history for teachers, museums, local historical societies, and the general public. The materials are available for use in the resource room (located on the third floor of the Old State Capitol Annex) or by mail.

### **Services for Kentucky communities and citizens that support the promotion, preservation, and awareness of their history:**

- ◆ ***Community History Grants Program***
- ◆ ***Kentucky's Historic Highway Marker Program***
- ◆ ***Kentucky Cemetery Preservation Program***
- ◆ ***Kentucky Places***--a program that provides opportunities for participants to experience and explore the state's history through bus tours, walking tours, seminars, and other events across the state

### **Services for students and teachers:**

- ◆ ***Kentucky Junior Historical Society***
- ◆ Regional and state rounds of the ***National History Day*** competition
- ◆ Summer bus tour and regional rallies to explore Kentucky's history
- ◆ Workshops for teachers and assistance with developing school/community history projects
- ◆ ***Heritage Education Grants*** for projects in the classroom and for local history-related fieldtrips

### **Services for museums and history organizations:**

- ◆ Support services to over 450 museums and historical organizations across the state
- ◆ On-site consultations and assistance with board development and strategic planning
- ◆ ***Historical Confederation of Kentucky***--a 140 member organization with a mission of providing technical assistance, networking, and collaboration opportunities to members
- ◆ ***Circuit Rider Online*** and ***Circuit Rider Online: JobLink***—free electronic informational newsletters sent out via the internet
- ◆ Annual meeting, regional local history meetings, and annual awards program
- ◆ Professional development seminars and basic how-to workshops

**Steel-Reese Travel Grants**  
**for field trips to the Kentucky History Center**  
**for southeastern Kentucky schoolchildren**  
(Bell, Clay, Harlan, Jackson, Knox, Laurel, Rockcastle, Whitley)

**Application and Guidelines Enclosed!**